

CLASS TITLE: CAPITOL POLICE OFFICER – CAPTAIN

Class Code: 02187601

Pay Grade: 34A

EO Code: B

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To assist the Chief, Capitol Police in providing for the overall management of Rhode Island Capitol Police operations and personnel on a statewide basis; to assume all the duties and responsibilities of the Chief in his/her absence and serve as the acting head of the Capitol Police; to directly oversee, advise and support Capitol Police Lieutenants and other supervisors in the performance of their assigned duties and in the operations of their assigned units; and to do related work as required.

SUPERVISION RECEIVED: Works under the general administrative direction of the Chief, Capitol Police from whom general assignments are received, with wide latitude for the exercise of initiative and independent judgment; work is subject to review through consultation, conferences and/or written reports for conformance to policies, procedures, laws, rules and regulations.

SUPERVISION EXERCISED: Plans, supervises, coordinates, and reviews the work of Capitol Police Lieutenants and other supervisors, as well as planning and coordinating the operational activities and the personnel of the Rhode Island Capitol Police.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To assist the Chief, Capitol Police in providing for the overall management of Rhode Island Capitol Police operations and personnel on a statewide basis.

To assume all the duties and responsibilities of the Chief in his/her absence and serve as the acting head of the Capitol Police.

To directly oversee, advise and support Capitol Police Lieutenants and other supervisors in the performance of their assigned duties and in the operations of their assigned units.

To be responsible for the evaluation of management methods and procedures within the organization regarding effectiveness and efficiency of operations, and to recommend plans and budget allocations based on these evaluations.

To monitor and review the work of supervisors and officers including reports, arrests and radio communications.

To adhere to and enforce departmental policies, procedures, rules and regulations.

To assist in the preparation of the annual budget and ensure that the budget is properly administered.

To be responsible for all procurement functions including routinely evaluating the quality and effectiveness of existing equipment and inventory.

To review requests for new materials and obtain needed supplies.

To oversee the division's filing and reporting systems, including all generated reports, activity logs, building logs and security logs in accordance with Rhode Island General Laws as well as departmental and division protocols, policies, procedures and practices.

To oversee and maintain files on police functions, operational costs, expenditures and the divisional budget.

To conduct periodic statistical reviews of all division activities.

To conduct staff meetings and inspections.

To effectively, efficiently and professionally interact with elected officials, state employees and members of the public, and to address complaints and concerns in an effective and efficient manner.

To coordinate daily assignments for all statewide posts.

To review and coordinate the division's schedule of activities and events.

To ensure division resources are allotted to provide full security coverage.

To carry firearms in the performance of duty and maintain proficiency in their proper use and maintenance.

To operate motor vehicles in the performance of duty and ensure that subordinate supervisors and staff oversee and follow the vehicle maintenance schedule for their assigned vehicles.

To assist and participate in personnel and labor relations matters and to represent the division at grievance

hearings, arbitrations, and other related forums.

To conduct internal investigations and prepare reports for the department and division regarding alleged misconduct of staff or any other party that conducts activities or business with the division.

To attend meetings, committees and conferences involving federal, state and local officials, professionals, and the public when required.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGE, SKILLS AND CAPACITIES: A thorough knowledge of the principles, practices and techniques of law enforcement; a thorough knowledge of the principles, practices and techniques required in maintaining the security of buildings and facilities; a thorough knowledge of the principles, practices, and techniques required in the apprehension and detention of person(s) being served with arrest warrants; the ability to multi-task effectively; the ability to plan, supervise, and review the work of subordinate supervisors and units; the ability to effectively discipline employees and interact with labor and labor relations officials; the ability to communicate effectively both verbally and in writing; the ability to assume the position of Chief, in his/her absence; the ; the ability to properly use and maintain firearms in the performance of assigned duties; the ability to operate a motor vehicle in the performance of duties, and ensure that supervisors and staff comply with vehicle maintenance schedules; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: Graduation from a senior high school or possession of a general equivalency diploma (GED) issued by a state department of education; and

Experience: Such as may have been gained through: considerable employment in a supervisory capacity in a law enforcement agency.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

SPECIAL REQUIREMENTS: Prior to appointment, must have satisfactorily met the following conditions:

(1) Must be physically qualified to perform assigned duties as evidenced by a physician's certificate; (2) Must submit to and satisfactorily pass a full Background Criminal Investigation (BCI); (3) Must have been evaluated and tested by a certified psychologist and receive a satisfactory rating in writing; (4) Must meet the State of Rhode Island qualification requirements to carry weapons used in the performance of duty, and must maintain such qualification requirements as a condition of employment; (5) Must successfully pass the Capitol Police training program as required by the Director of Public Safety; (6) Must possess and maintain a valid motor vehicle operator's license; (7) must successfully complete and pass a CPR/first aid training course specified by the Department once every two (2) years.

Class Created: April 1, 2018

Class Revised: April 27, 2018